OFFICE OF FINANCIAL MANAGEMENT

BUDGET ALLOTMENT SUPPORT SYSTEMS (BASS)

HOW TO ACCESS & LOGIN TO BASS

Version 2.1 Final
April 2002

TABLE OF CONTENTS

Introduction

BASS is a State Intranet based system accessed through your web browser. There are two ways of accessing the system:

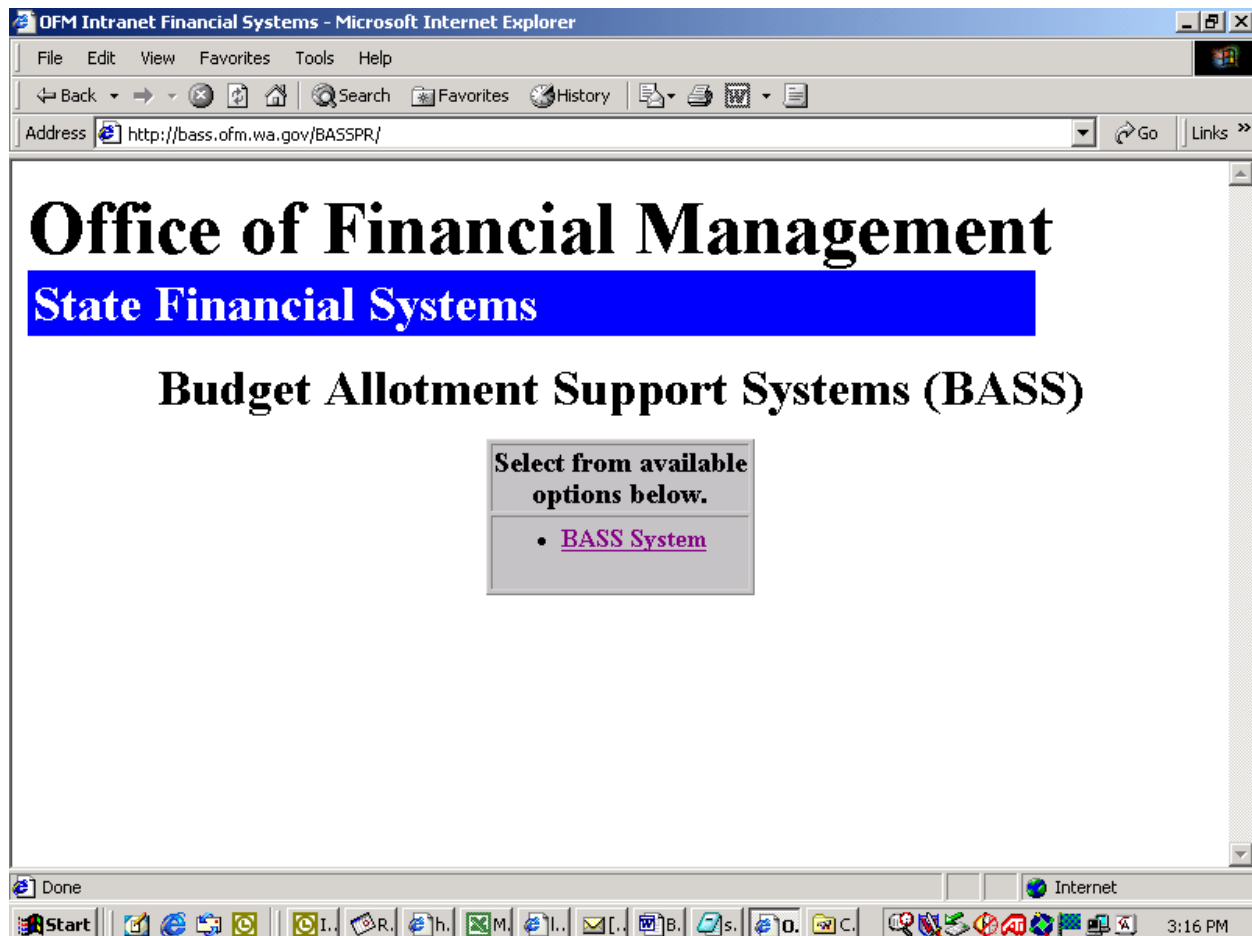1.   **For agencies on the State Intranet**

   - Submit an approved BASS Security Maintenance Form (Appendix A, page LI-13) to OFM for staff who need access to the BASS systems.
   - Once security is established for BASS access, individual staff will be notified of their login ID and password.
   - Using web browser, Internet Explorer 5.0 or 5.5, which are required, go to **http://bass.ofm.wa.gov/basspr** and follow BASS login instructions beginning on page LI-2.

2.   **For agencies not on the State Intranet**

   - Submit an approved BASS Security Maintenance form (Appendix A, page LI-13) to OFM for access to the BASS systems you need. **Also, check the box on the form that requests that State Intranet Access be added.**
   - Once security is established for both State Intranet Access and BASS access, individual staff will be notified of their login ID's and passwords for both types of access.
   - Using web browser, Internet Explorer 5.0 or 5.5, which is required, go to **https://services-bass.ofm.wa.gov**. Follow instructions beginning on page LI-5 which include: (1) logging into the Department of Information Services **Fortress** Services to get on the State Intranet and (2) logging into the BASS systems.

Login Procedure

- Log in to your web browser.

- If you already have access to the **State Intranet** (or if you want to test if you have access to the **State Intranet**), type the following in the **address field** of your browser:

    http://bass.ofm.wa.gov/basspr and press [Enter].

- If you have access to the **State Intranet,** the following screen will appear.

- If the **State Financial Systems** screen does not appear, you do not have access to the state intranet. Turn to **Page LI-5** and follow the procedure for accessing the system through the Department of Information Services (DIS) **Fortress Services.**

- Click on the **Bass System** link.

- The following **System Login** screen will appear.

- If you wish to view the latest BASS information, click on the **Here** link at the top of the screen. To return to the **System Login** screen from the message screen, click on the **Previous** button.

- On the **System Login** screen above, place your cursor in the **system login id** box and click.

- Type in your BASS system **login id** (which has been assigned by OFM). Tab to the **password** box and type in your **password.** (In this area the login id and password are **not case sensitive.)**

- Then, click on the **Login** button. (Do **not** press [Enter]. This may cause the login id and password to be cleared from the screen.)

- If you need to change your password, click on the **Change Password** button in the System Login Bar near the top of the screen to access the Change Password Screen.

- If you have difficulty logging in on **System Login** screen, click on the **Help** button then the **General & Contact Info** book.

After completing your login, the **BASS Main Menu** screen will appear.

- Icons will appear for the systems and features you are authorized to use.

- Current options include:

    Performance Measure Tracking and Estimate System
    Release Data to OFM
    Budget Reporting System (formerly the Version Reporting System)
    Budget Development System
    Capital Budgeting System
    Agency Access Reports
    AUTO

    Note: The selections that appear on this screen will vary depending on whether the user has security for them.

- Click on your selection.

- End of Login Procedure for those with access to the **State Intranet**.

Login Procedure for Users of Department of Information Systems - Fortress Services

- Log in to the World Wide Web with your web browser.

- In the address field of your browser, type the following:

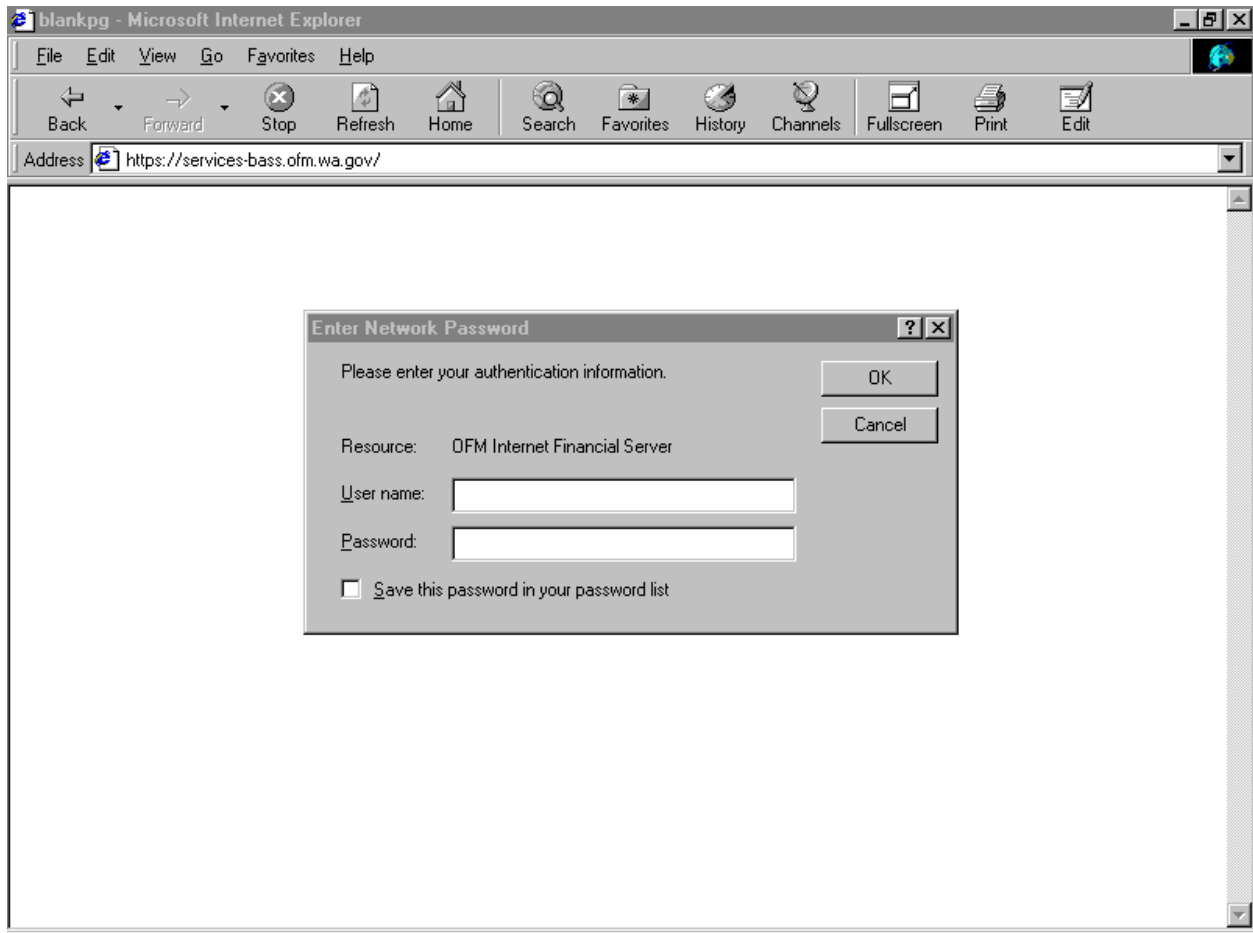   **https://services-bass.ofm.wa.gov**

    and press [Enter].

- Select Yes if the following dialog box appears.

- The following User Name and Password dialog box will appear on your screen.

- In the User Name Field, enter your Fortress **login id** (which has been assigned by OFM **in upper case**) and **password.** In this area, the login id and password **are case sensitive.** **Your login id and original password were set up in upper case.**

- Click on the **OK** button.

If you have difficulty logging in on this screen, phone the Department of Information Services Help Desk at **(360) 753-2454** and say that you're having trouble logging in to the **Fortress Services.** If you need help with your login ID and/or password, contact the BASS HELP LINE at (**360) 725-5278.**

You may receive this security alert message. To prevent further showing of this message click in the box and select Yes.
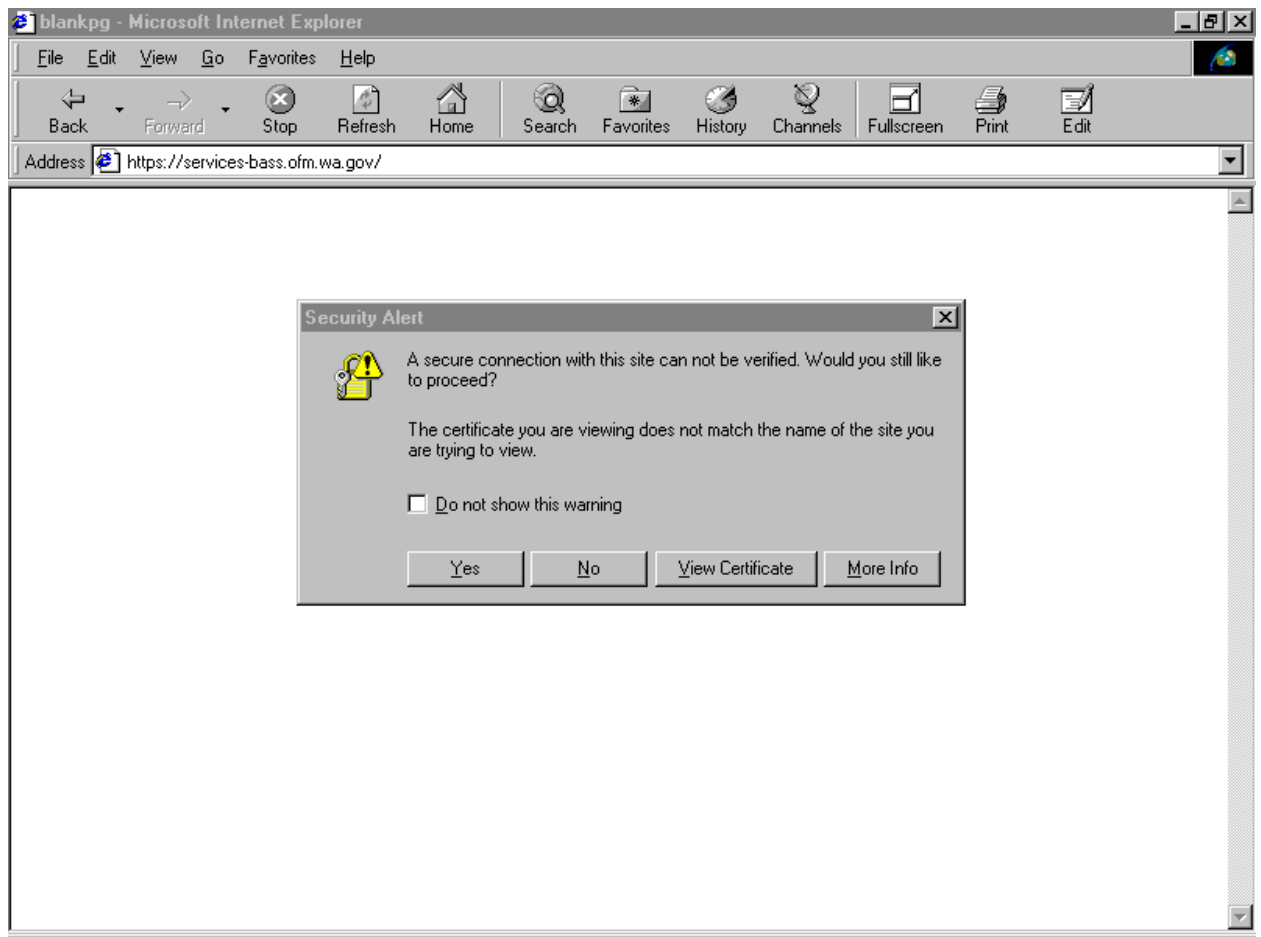
After completing your login, the following screen will appear:
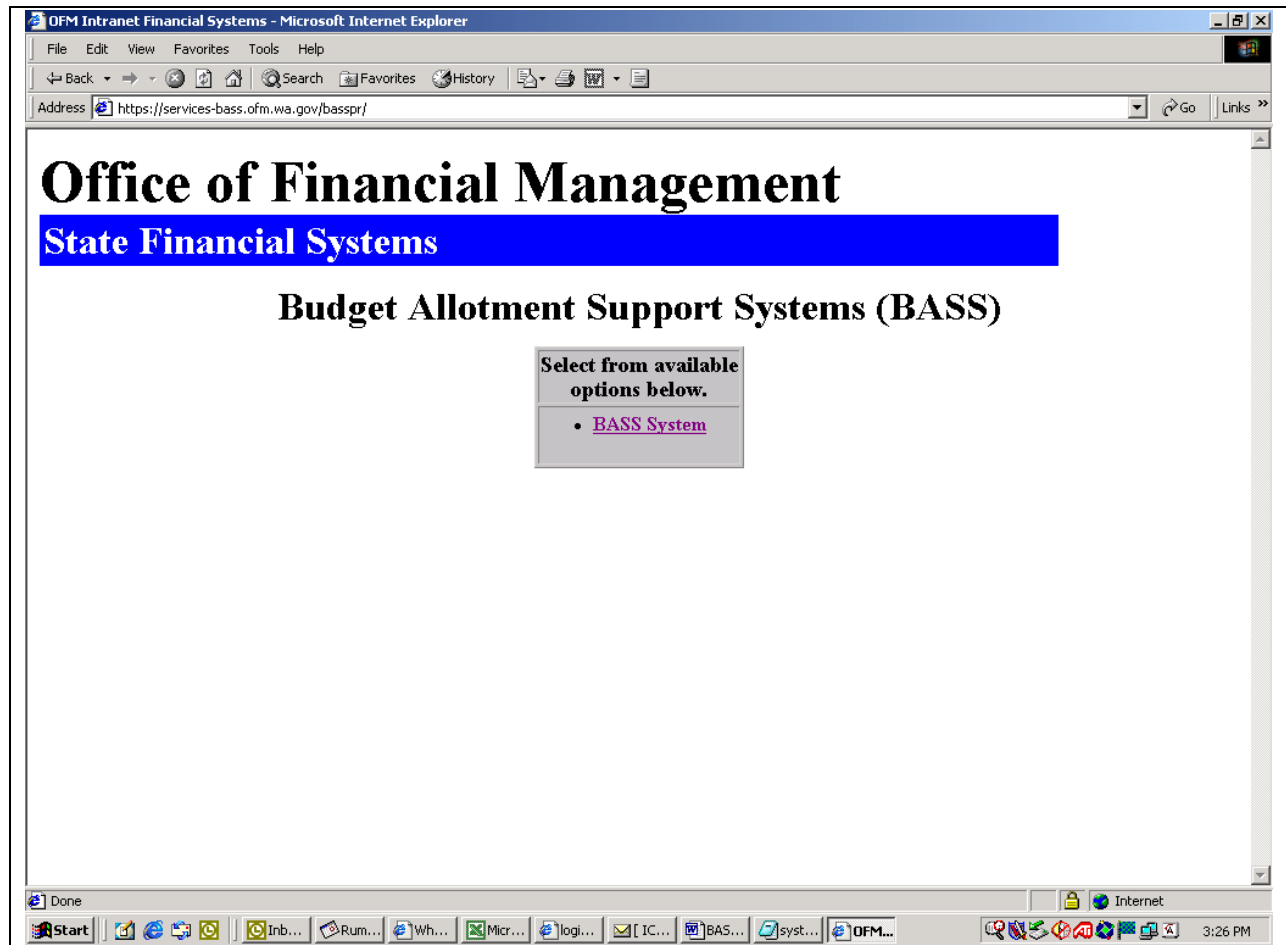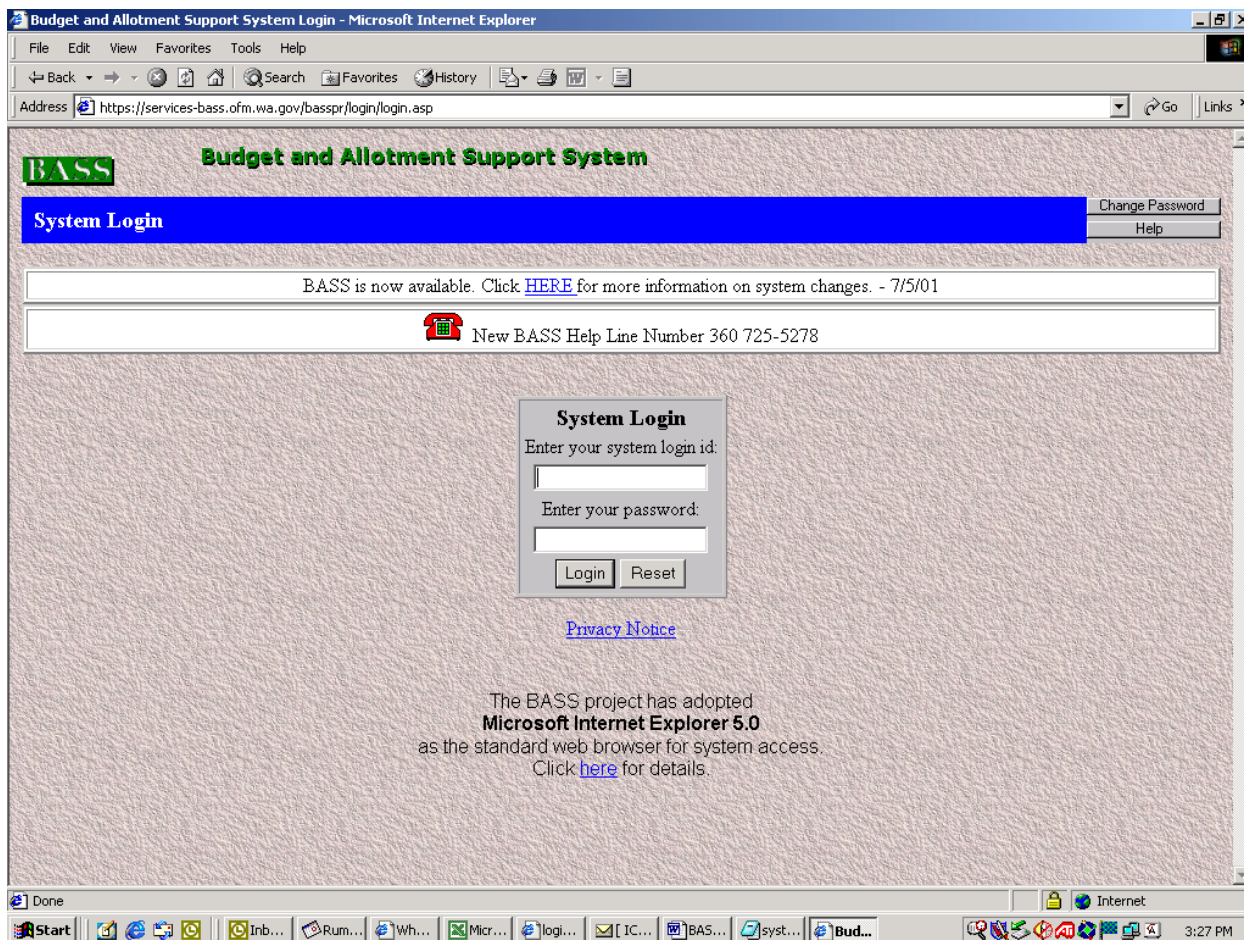

- Click on the **BASS System** link.

- If you need to change your Password for the Fortress, go to

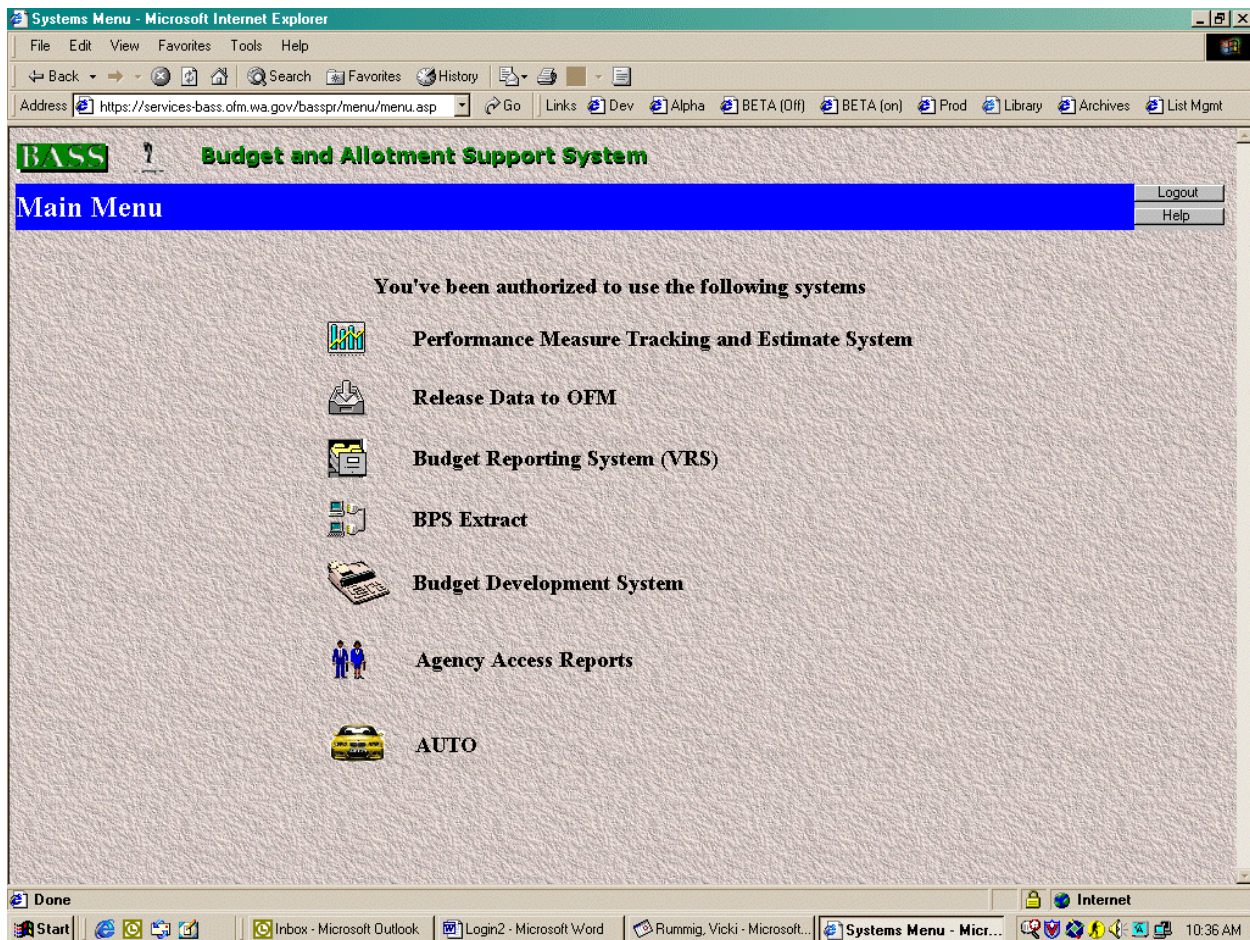   **https://wws2.wa.gov/change_password**.

    In this area, the login id and password **are case sensitive**. **Your login id and original password were set up in uppercase.** When changing your password be aware of the case you use for your new password.

When you click on the **BASS System** link the following **System Login** screen will appear.

- If you wish to view the latest information click on **Here** link at the top of the screen. To return to the **System Login** screen from the message screen, click on the **Previous** button.

- On the **System Login** screen above, place your cursor in the **system login id** box and click.

- Type in your BASS system **login id** (which has been assigned by OFM). Tab to the **password** box and type in your **password.** (In this area the login id and password are **not case sensitive.)**

- Then, click on the **Login** button. (Do **not** press [Enter]. This may cause the login id and password to be cleared from the screen.)

- If you need to change your password, click on the **Change Password** button in the System Login Bar near the top of the screen to access the **Change Password** Screen.

- If you have difficulty logging in on **System Login** screen, click on the **Help** button then the **General & Contact Info** book.

After completing your login, the **BASS Main Menu** screen will appear.

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- Current options include:

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    Budget Development System
    Capital Budgeting System
    Agency Access Reports
    AUTO

    Note: The selections that appear on this screen will vary depending on whether the user has security for them.

- Click on your selection.

- End of Login Procedure for those using the **Fortress Services**.

APPENDIX A

Security Forms

AGENCY SECURITY ADMINISTRATOR AND ALTERNATE(S)
FOR OFM PRODUCTS: APS, BPS1, BPS2, AND BASS

AGENCY #: _____

AGENCY NAME: _____

_____

_____ **ADD**   _____ **UPDATE**   _____ **DELETE**

The following individuals are designated as Agency Security Administrators for the financial systems indicated below. They are authorized to approve APS/BPS and BASS security Maintenance forms for this agency.

PRIMARY: Signature _____

Printed Name _____   Phone # _____

ALTERNATE: Signature _____

Printed Name _____   Phone # _____

ALTERNATE: Signature _____

Printed Name _____   Phone # _____

Check the financial systems this form applies to:

_____ APS (Allotment Preparation System)

_____ BPS1 (Budget Preparation System 1)

_____ BPS2 (Budget Preparation System 2)

_____ BASS (Budget Allotment Support System)

APPROVAL OF AGENCY DIRECTOR OR DESIGNEE:

Signature _____   Date _____

Printed Name _____   Phone Number _____

Title _____   Mail Stop _____

Send **original** form to: *Financial Systems Security Administrator*
OFM Accounting & Administrative Services Division
PO Box 43113
Olympia, WA 98504-3113

BUDGET AND ALLOTMENT SUPPORT SYSTEM (BASS)
SECURITY MAINTENANCE

Leave shaded areas blank

Select Systems:	Security Level			Action	
	Budget Ops	Edit Access	Read Only	Add Access	Delete Access
Performance Measure Tracking Estimates System (PMTES)					
Automated Upload Transaction Option (AUTO)					
Budget Reporting System (BRS) *(formerly VRS)*					
BPS1 Extract					
Budget Development System (BDS)					
Capital Budgeting System (CBS)					
Data Release to OFM:					
☐ PMTES ☐ BDS ☐ CBS					
State Intranet Access (if you can access swfs.ofm.wa.gov, you have access).					

User Identification:

Login ID: ** | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ |

** First five characters are agency code (3), sub-agency code (1) and reserved for future use (1) (default to 0). (eg. 10500 is OFM)

Next eight characters at agency discretion with first three characters required (local area network ID is recommended).

Agency Code #: | __ | __ | __ | __ | Agency Name: _____

User Name: _____

Telephone: (_____) _____ FAX: (_____) _____

E-Mail Address: _____

Requested by: _____ Date (mm/dd/yy): ____/____/____

Telephone #: (_____) _____ Effective Date (mm/dd/yy): ____/____/____

Approval (REQUIRED):

Approval Signature: _____

Approval Name (please print): _____

Telephone #: (___) _____ Date (mm/dd/yy): ____/____/____

Send **original** form to: *Financial Systems Security Administrator*
OFM Accounting & Administrative Services Division
PO Box 43113
Olympia, WA 98504-3113

For prompt service, FAX form to (360) 586-3964. **Please also send the original form.**

(OFM USE ONLY)

Product Manager Approval: _____ Date: _____

User record entered by: _____ Date: _____